

TRANSPORTATION ASSET MANAGEMENT COUNCIL

February 7, 2018 at 1:00 p.m.

MDOT Aeronautics Building, 2nd Floor Commission Room

2700 Port Lansing Road

Lansing, Michigan

MINUTES

**** Frequently Used Acronyms List attached**

Members Present:

Derek Bradshaw, MAR/GLS Region V
Joanna Johnson, CRA/KRCKC – Chair
Gary Mekjian, MML, via Telephone
Jonathan Start, MTPA/KATS
Jennifer Tubbs, MTA

Don Disselkoen, MAC
Bill McEntee, CRA – Vice-Chair
Bob Slattery, MML
Rob Surber, DTMB/CSS
David Wresinski, MDOT

Support Staff Present:

Rob Balmes, MDOT
Gil Chesbro, MDOT
Keith Cooper, MDOT
Cheryl Granger, DTMB/CSS, via Telephone
Wayne Harrall, CRA/KCRC, via Telephone
Dave Jennett, MDOT
Josh Ross, DTMB/CSS
Mike Toth, MDOT

Roger Belknap, MDOT
Tim Colling, MTU, via Telephone
Rebecca Curtis, MDOT
Al Halbeisen, OHM Advisors
Mark Holmes, DTMB/CSS
Polly Kent, MDOT
Gloria Strong, MDOT

Public Present:

Larry Doyle, MDOT
Jeffrey L. Forster, FHWA
Hugh McNichol
Brian Vilmont, Prein and Newhof

Therese Empie, Governor's Office
Robert Green, MDOT
Kyle Nelson, MDOT

Members Absent:

Brad Wieferich, MDOT

1. Welcome – Call-To-Order:

The meeting was called-to-order at 1:00 p.m.; everyone present was introduced.

2. Changes or Additions to the Agenda (Action Item):

A minor change was made to the agenda – item #5 was moved to item #1 on the agenda. J. Tubbs made a motion to accept the agenda as presented with the minor change; J. Start seconded the motion. The motion was approved by all members present.

3. Public Comments on Non-Agenda Items:

None

4. Consent Agenda (Action Items):

4.1. – Approval of the December 6, 2017 Meeting Minutes (Attachment 1)

Minutes could not be voted on at the last Council meeting. They did not have a quorum.

4.2. – Approval of the January 3, 2018 Meeting Minutes (Attachment 2)

4.3. – TAMC Financial Report (*Attachment 3*)

B. McEntee made a motion to accept the Consent Agenda items as presented with a minor change to the Financial Report; D. Bradshaw seconded the motion. The motion was approved by all members present.

5. Presentation – Michigan Infrastructure Commission and MIAMP Culvert Project Update – Therese Empie, Governor Snyder’s Office

T. Empie gave an update on the 2016 21st Century Infrastructure’s Commission Pilot program. In April 2017 there was a pilot done in Region 4 and Region 10, with communities and road agencies regarding data that the state should have for asset management. The final report is due in April 2018. Many people saw this as an important subject and submitted their information freely. Next week there will be Asset Management and Communication Summits between public and private agencies and private utilities that will discuss processes and improvements. There will also be an Asset Management Maturity Self-Assessment Webinar on February 20, 2018.

From the pilot came a Culvert Data Collection Project with a \$2,000,000 budget. TAMC has been tasked with the inspection and inventory of culverts on the local system due by the end of September 2018. They will need to figure out the best way to work with the funds to accomplish the inspection and inventory of the culverts. Details will be ironed out as they go through the process. MDOT has a great culvert rating guide and the governor’s office has been using that document. Staff will also work on a TAMC overview for the Governor’s office to include in the final report.

HB 5335 would create the Michigan Infrastructure Council (MIC), a recommendation of the 21st Century Infrastructure Commission, which would be charged with implementing a statewide comprehensive view of all of Michigan assets. The hope is that the legislation will be enacted this spring. The first phase (years 1-3) will show what asset management information Michigan has as a state. Phase two (year 4) will show the best points to invest and how to maximize investments. The MIC would be housed in the Michigan Department of Treasury. The Water Asset Management Council (WAMC) was also introduced in the legislation. Public drinking water systems have different funding structures.

HB 5408 amends TAMC legislation so that both councils are structured similarly. The legislation focuses first on federal-aid eligible infrastructure, because of limits on time and resources, but does not preclude data collection on non-federal aid eligible infrastructure.

One of the largest concerns of TAMC is the allocation of seats for the Council, the priority to the federal aid system, resources and funding; proposed language does not seem to encourage people on all levels to be involved. The Council members would like stressed to the Governor’s office that the distribution of the seats should show a collaboration among all agencies across the state. It is important to have a broad representation on the TAMC.

5.1. – 2017 PASER Data Analysis and Annual Report – G. Chesbro

G. Chesbro gave a presentation on the 2017 PASER data analysis. D. Bradshaw requested that Road Commission roads be added to the data, and local and non-federal aid data as well. Projections are being done on only federal aid roads. G. Chesbro will provide the information at the Data Committee meeting next month. J. Start made a motion to approve the federal aid PASER data as presented by G. Chesbro with further work on the non-federal aid system data. MTU will be allowed to use the preliminary data in their trainings visually but will not print out handouts of the data, and the County Road Association (CRA) may use the preliminary data at their CRA Conference; B. Slattery seconded the motion. The motion was approved by all members present.

Action Item: CSS to work with G. Chesbro to review PASER files submitted for Shiawassee and Lapeer counties to ensure analysis includes all non-federal aid data collected in 2017.

6. Correspondence and Announcements:

6.1. – TAMC Spring Conference, May 22, 2018 in Collaboration with the American Public Works Association (APWA), Traverse City (*Attachment 4*) – R. Belknap

The 2018 TAMC Spring Conference will be held the day prior (May 22, 2018) to the APWA Conference on May 23-24, 2018, at the Grand Traverse Resort and Spa in Traverse City. R. Belknap informed the Council that support staff has already started lining up presenters for the 2018 Spring Conference. Support staff requested assistance from the Council members with TAMC award recipient suggestions and sponsorships. Council members were encouraged to submit suggestions as soon as possible to R. Belknap. J. Johnson has already begun soliciting for sponsorships. Currently, we have three bronze level sponsorships. Support staff created a sponsorship flyer that was shared with the Council. TAMC will have a booth at the May 23-24, 2018 APWA Conference. The Conference Planning Committee has held its first meeting. G. Strong is finalizing the contract between TAMC and the resort with the Attorney General's Office. APWA information will be added to the final TAMC conference agenda and brochure.

Action Item: Council members are encouraged to provide possible award recipients and sponsors to R. Belknap.

6.2. – 2018 Calendar of TAMC and Partner Events, Conferences, and Trainings (*Attachment 5*) – J. Johnson

Support staff provided a list of TAMC trainings and upcoming 2018 conferences to the Council requesting their attendance and support at these events. At some conferences TAMC support staff will only have a booth. Support staff will continue to update the listing as Council members sign up and share at each meeting until all dates are covered.

Action Item: Support staff will continue to update the list of conferences, and provide to Council members to select dates that will work with their schedules to attend on behalf of TAMC.

7. Committee Reviews and Discussion Items:

7.1. – Administration, Communication, and Education (ACE) Committee Update

7.1.1. – Asset Management Plans Federal Aid/Non-Federal Aid vs. Act 51

Designations – J. Start/T. Colling (Action Item)

T. Colling from MTU provided information to the ACE Committee that supports adjusting the asset management plan template to ACT 51 splits instead of federal-aid/non-federal aid. MTU has also set up their template and export system that will pull the information from different systems right into the agencies' asset management plan templates. T. Colling does not see a problem with the integration of the systems. MTU needs the Council to decide if they want to make the requested changes by next month to assure that MTU has the time to make the necessary changes in their presentations and manuals by the next training dates. Based upon MTUs analysis, the ACE Committee made a recommendation to the Council to adjust the asset management plan template to show ACT 51 splits instead of federal-aid/non-federal aid splits and requested full Council approve their recommendation for the change. J. Start made the motion to change the asset management template to the Act 51 format; D. Disslkoen seconded the motion. The motion was approved by all members present.

7.1.2. - TAMC Awards (*Attachment 6*) – J. Start

The request for 2018 TAMC Award nominations will be posted on the TAMC Website to encourage people to make nominations for the awards. It was agreed by the Council that each member should provide a recommendation for a TAMC award. Each Council member is encouraged to share the request for TAMC Award nominations with their respective

organizations and consultants to ensure nominations are received that are worthy of the awards. A copy of the Awards Nomination flyer showing past recipients was shared.

Action Item: Each Council member will be responsible to bring an award recipient suggestion to a future TAMC meeting.

Action Item: Each Council member will share the request for TAMC Award nominations with their respective organizations and consultants.

7.1.3. – TAMC Spring Conference Sponsorship – J. Johnson

J. Johnson has sent out requests for sponsorships for the May 22, 2018 TAMC Conference in Traverse City. So far, there are three Bronze Level (\$500) sponsorships: Prein & Newhof, County Road Association, and Michigan Road Preservation Association. Council members are encouraged to also solicit their associated organizations for sponsorships.

7.2. – Data Committee Update – B. McEntee

7.2.1. – Annual Report Update – R. Belknap/P. Kent

Support staff has added the documents submitted by R. Curtis and B. McEntee out on the TAMC Sharepoint site. The data analysis of road conditions are currently being reviewed by B. McEntee and support staff. A draft document of TAMC Accomplishments has been created and Council members are encouraged to add any accomplishments to the document that may have been missed. The Annual Report will get the final approval from the Council in April. CSS and MDOT support staff will work to get all Council and TAMC committee members on Sharepoint. They will also provide training if needed.

Action Item: CSS and MDOT support staff will make contact with all Council and committee members to ensure they are able to access and work on Sharepoint.

7.2.2. - IRT/ADARS Compliance Report – B. McEntee/R. Belknap (*Attachment 7*)

A Summary Statistics – TAMC Investment Reporting Compliance as of February 2, 2018 document was shared. Any questions can be addressed to R. Belknap.

7.2.3. – IRT Rewrite Update – M. Holmes

J. Ross reported that the IRT trainings are going well. He is amending the training manual as they get information from the local prospective. Another version will go out just before the May conference.

7.2.4. - Dashboard Update – B. McEntee/J. Ross

Nothing new to report. Only minor changes are being made to dashboards.

7.2.5. – Website Update – M. Holmes

CSS has been working with MDOT support staff on getting the Website updated with past and current meetings; contact information for Council and committee members. The majority has been completed.

7.3. – Bridge Committee Update – R. Curtis

R. Curtis is working with MTU and reviewing data for the annual report.

7.3.1. – Update on Culvert Project

The Bridge Committee last met on January 25, 2018, where members discussed questions they had regarding their recently assigned culvert project. A list of questions are being pulled together by P. Kent that the committee will need to find answers to during this process. B. McEntee shared a report from the Road Commission for Oakland County on

what they are collecting on their culverts. The Bridge Committee will consider reviewing this document further at their next Bridge Committee meeting.

7.3.2. – Updated Schedule on Website

Support staff has updated the Bridge Committee's meeting schedule on the TAMC Website to include the recently added February 22, 2018, and March 22, 2018, committee meetings. These meetings will be held at the MDOT Aeronautics Building from 1:00 p.m. – 5:00 p.m. each day to allow more time for culvert discussions.

7.4. – Michigan Center for Shared Solutions – M. Holmes

Items were already discussed under 7.2.2. – 7.2.5. above.

7.5. – Michigan Technological University/Technical Assistance Training Reports –T. Colling (Attachment 8)

If anyone is interested in participating in the Asset Management Maturity Self-Assessment Webinar on February 20, 2018, they must contact T. Colling.

7.6. – TAMC 2018 Strategic Planning Session, June 6, 2018, Horatio Earle Learning Center Topics – J. Johnson/J. Start

If there are any subjects that council members need to discuss, they must forward them on to R. Belknap. There is one discussion item that will be on the agenda and that is the Asset Management Plans.

Action Item: MDOT support staff will put together a draft Strategic Planning Session agenda.

8. TAMC Work Program Update – P. Kent

The TAMC Committees have reviewed and ranked their prioritized tasks in the TAMC Work Program. P. Kent has updated the work program and has added the culvert project. She will also add the customer satisfaction survey for ACE Committee. T. Colling will review the survey and if he has any changes he will forward them on to P. Kent. J. Start made a motion to approve and move forward with the survey; D. Disselkoe seconded the motion. The motion was approved by all members present.

9. Public Comments:

None

10. Member Comments:

None

11. Adjournment:

J. Tubbs made a motion to adjourn the meeting at 3:08 p.m.; J. Start seconded the motion. The motion was approved by all members present. The next meeting will be held March 7, 2018, at 1:00 p.m., MDOT Aeronautics Building, 2700 Port Lansing Road, 2nd Floor Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYSTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE

CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	Road Based Inventory
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

